



# National Highway Institute

## *NHI Instructor Update*



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2013

# Meet and Greet

- Introductions



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# Today's Agenda

- Policy for Make-Up Test/Retest
- Information on States that require their own forms (sign-in, roster)
- Protocol for dealing with your Host Organization/Training Coordinator
- 2011 Instructors of Excellence



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# Today's Agenda (Continued)

- Refresher on Administrative Details
  - Administrative Packages due 10 workdays after the course - impact
  - New Participant Registration and Evaluation Forms
- End of Course Assessment - Importance



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# Today's Agenda (Continued)

- IDC for WCT and VCT
- Instructor Development Program
- Instructor Development Course Sessions
- Instructor Observations



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# Policy for Make-Up Test/Retest

- Conditions for CEUs
- Short segments may be made up if pre-arranged with Instructor
- Rule of thumb on time missed – more than 5%



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# Policy for Make-Up Test/Retest

- Make-up Test/Retest/Repeat Course



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# Host - Registration and Sign-In Forms

- Several Host Agencies have their own Sign-In Forms
- PennDOT, TXDOT, CTDOT
- Other Agencies with additional forms
- Time Constraints



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# Protocol for Dealing with Host Organizations

- Requesting Official
- Local Coordinator
- FHWA Coordinator
- Recipient of Material



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# FY 2011 Instructors of Excellence

## Instructor

Stephen Seeds

Kurt Smith

James Bakken

Paul Clopper

John Hunt

Jerry Richardson

James Schall

## Company

Applied Pavement Technology, Inc.

Ayres Associates



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# FY 2011 Instructors of Excellence

Terence Browne

Collins Engineering, Inc.

Thomas Collins

Richard Albin

FHWA

Adam Alexander

Craig Allred

Mark Doctor

Michael Duman

Jerry Ellerman



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# FY 2011 Instructors of Excellence

Thomas Elliott

FHWA

Peter Eun

Veronica Ghelardi

Scott Hogan

Steven Jessberger

Frank Julian

John McFadden

George Merritt



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# FY 2011 Instructors of Excellence

W. Curtis Monk

FHWA

Reginal Keith Moore

MaryAnn Nabor

Ralph Volpe

Gregg Hostetler

Infrastructure Engineers, Inc.

Christopher Howard

David Reser

Jeffery Rowe



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# FY 2011 Instructors of Excellence

Andrew Young

Infrastructure Engineers, Inc.

Dennis Jackson

KBA, Inc.

A. Tamim Atayee

Kilgore and Associates

Roger Kilgore

Diane Nulton

McCormick Taylor

Darrell Burnett

Metric Engineering

Dennis Baughman

Michael J. Baker, Jr., Inc.

Milo Cress



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# FY 2011 Instructors of Excellence

Andrew Fickett

William Gardener

James Gundry

Guy Lang

J. Eric Mann

Thomas Ryan

John Wackerly

Elissa Barnes

O. R. Colan, Inc.



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# FY 2011 Instructors of Excellence

Robert Kleinburd

O. R. Colan, Inc.

Robert Merryman

Theodore Pluta

Daniel Brown

Parsons Brinkerhoff

William Fitzgerald

PerformTech, Inc.

Chris Huffman

LeAngela Ingram

Dane Ismart



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# FY 2011 Instructors of Excellence

Gerald Kennedy

PerformTech, Inc.

Charlie O'Connell

Margaret Parkhill

Dee Spann

Gary Thomas

Betty Wilken

Robert Bachus

Ryan Berg/Geosyntec Consultants

Burak Tanyu



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# FY 2011 Instructors of Excellence

Barry Christopher

Theodore Petritsch

Bruce Landis

James Collin

Brian Furniss

J. Scott Lowe

Mark Nagata

Frank Brewer

Ryan R. Berg and Associates

Sprinkle Consulting Service, Inc.

The Collin Group, LTD

Trauner Consulting Services, Inc.

University of Tennessee



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# FY 2011 Instructors of Excellence

Richard Gumtau

University of Tennessee

CONGRATULATIONS TO YOU ALL

There were no Administrative Team Awards this year.



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# Refresher on Administrative Details

- Collect each Participant Registration From
- Complete the bottom portion of the form prior to sending it to NHI
- Attendance, Score, Pass/Fail/Did Not Take Test



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# Refresher on Administrative Details

- Return the completed forms and original answer sheets to NHI within ten (10) workdays after the course end
- What's the impact?



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# Refresher on Administrative Details

- New Participant Registration and Evaluation Forms
- When will they be available?
- Follow the same directions described in the previous discussion



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# End of Course Assessment - Importance

- Measures Learning
- Provides Opportunity for CEUs and PHDs
- Provides Transcript of Training, if requested



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# Instructor Development Course IDC for WCT

- Updating for IDC for WCT
- Include new interaction and poll requirements for WCTs
- New NHI procedures for pre WCT activities



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# Video Conference Training (WBT for VCT)

- Trained video conference instructors for successful delivery
  - Instructors trained to be VCT facilitators



# Video Conference Training (WBT for VCT)

- Instructors push interactions out to locations
- WBTs provided for instructors to get them prepared for VCT delivery



# Instructor Development Program (IDP)

- Timeframe for Attending IDC
- Timeline for Practice
- Process for Requesting Master Trainer Observation



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# Instructor Development Program (IDP)

- Contract Instructors: Within one year of the award of a delivery task order
- FHWA Instructors: Within one year of the first time teaching a course, Instructors should take the IDC



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# Instructor Development Course (IDC) Sessions

- 420018 - 3.5 day Session
  - 3.5 day course is for Instructors using existing materials



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# Instructor Development Course (IDC) Sessions

- 420018A - 4.5 day Session
  - 4.5 day course also provides skills on how to develop effective courses, serving on a course development team, or effectively modify existing course material



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# Instructor Observations

- Practice skills acquired after taking the IDC
- Request an observation from the NHI Instructor Liaison
- Observation will be set up



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# Instructor Observations

- If the Instructor took the IDC more than three-years ago and has not been certified, he/she must take the class again
- Each COR may have a minor change in their requirement for their instructors requesting certification



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# NHI Delivery Expansion Projects



# WCT Expansion

- Expand Web conference training (WCT) delivery program (sessions) for FY2012
  - Expanded sessions delivered every month
  - Established resources and trainings for a successful WCT delivery program
  - Developed a clear marketing strategy for the NHI WCT program



# WCT Expansion

- Expand WCT delivery program (sessions) for FY2013
  - Established WCT trainings for instructor and facilitator using WBT trainings, tools, and tips
  - Built SharePoint calendar and tracking records for communication and coordination
  - Expand session delivery for existing WCTs
  - Convert ILTs to WCTs for NHI and Resource Center



# Video Conference Training

- Internal team efforts
  - Conducted and shared VCT lessons learned with NHI delivery teams
  - Developing VCT Web-based training that can be shared with instructors
  - Working with NHI Instructor Liaison to coordinate VCT training prior to WCT delivery
  - Working with systems team to track VCT delivery sessions

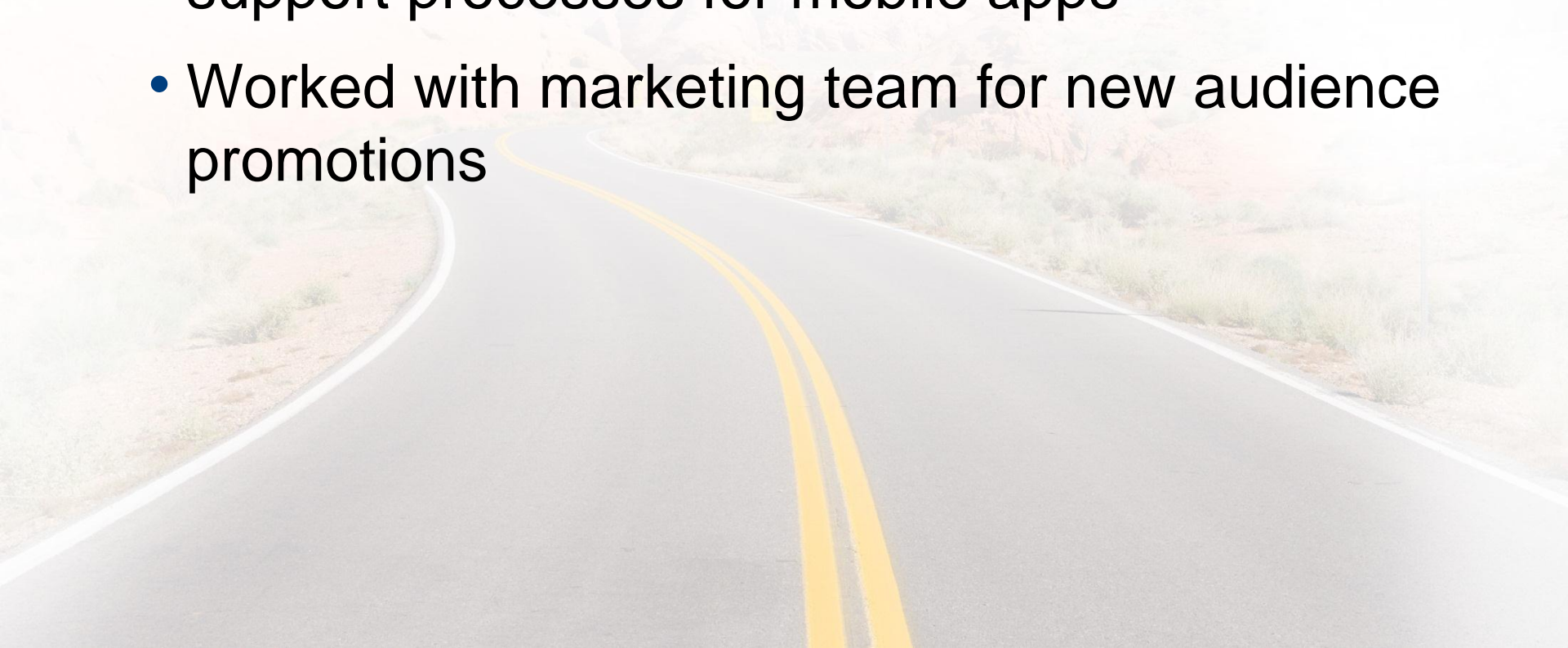


# Mobile Apps

- Coordinated mobile app delivery with OST
  - Setup FHWA accounts with Apple, Android, and Blackberry
  - Conducted lessons learned meeting for new apps

# Mobile Apps

- Established new processes and procedures
  - Determined development, delivery, and ongoing support processes for mobile apps
  - Worked with marketing team for new audience promotions



# Mobile Apps

- Continue Research
- Update Pavement Preservation Series app
- New mobile app projects
  - BIRM
  - Guardrail Inspection and Installation
  - Road Safety Audit/Assessment





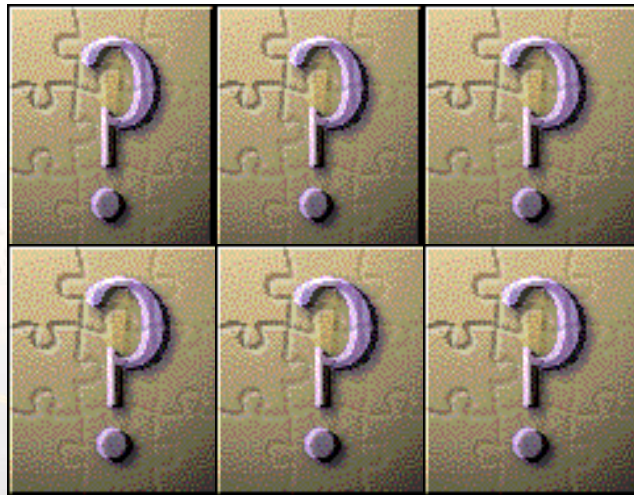
# Mobile Apps

- New mobile app projects
  - LPA Videos
  - PROWAG (civil rights)





# Questions?



# Next NHI Instructor Web Conferences

If you would like to recommend a topic for our next Instructor Web

Conference, please send an e-mail to [Carolyn.Eberhard@dot.gov](mailto:Carolyn.Eberhard@dot.gov) or type your suggestion in the Chat Pod.

NHI Web site: [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov)